



SENIOR SYSTEMS ADMINISTRATOR



₱68,415.00 / MONTH

CONTRACT OF SERVICE: RENEWABLE EVERY SIX MONTHS.

DUTIES AND RESPONSIBILITIES:

1. Design, install, and configure servers, network devices, and firewalls
2. Manage, maintain, and upgrade servers, network and firewall systems
3. Maintain and manage the university's information systems and websites
4. Test, verify, and deploy programs and systems
5. Establish standards for block diagramming, machine flowchart, and programming procedures
6. Oversee the maintenance of Computer Programming and Operations library
7. Troubleshoot, debug, and upgrade existing information systems and software
8. Develop systems to streamline processes
9. Gather and evaluate user feedback on university's digital systems and IT services
10. Recommend and execute improvements of the university's digital services
11. Create technical documentation for reference and reporting
12. Supervise and coordinate the activities of the unit for systems and programming development, programming operational methods, and review the quality and efficiency for control purposes
13. Provide mentorship and train team members on existing and new technologies
14. Perform additional tasks assigned by the IT Director



SENIOR SYSTEMS ADMINISTRATOR



QUALIFICATIONS:

- **Education:** Bachelor's degree relevant to the job
- **Experience:**
 - 3 years in Client/Server environment
 - 3 years in software development
- **Training:** 16 hours of relevant training
- **Must have relevant experience in web development using development languages including but not limited to PHP/MYSQL, HTML, Javascript; Knowledge in web design using CSS and bootstrap is an advantage**
- **Knowledgeable in computer systems, hardware, software and peripheral equipment;**
- **Must have working knowledge in open source and proprietary server operating systems, databases, Content Management System (CMS), frameworks, web servers, and multimedia software**
- **Must be knowledgeable in securing systems application, design and deployment;**
- **Must have strong analytical skills**
- **Android programming is an advantage**
- **Working knowledge in open source and proprietary server operating systems, databases Content Management System (CMS), Frameworks, Web Servers, and multimedia software**
- **Knowledge in securing systems application, design and deployment**
- **Must able to communicate technical information to all types of clientele**
- **Must be a team player with a positive working attitude**

Kindly submit the following application documents to ito.upmindanao@up.edu.ph

- **Curriculum Vitae**
- **Personal Data Sheet (CS form No. 212)**
- **Transcript of Records**

Address the application letter to UP Mindanao IT Office Director **Asst. Prof. Armacheska M. Satina, Ph.D.** with the subject "**Application for Senior Systems Administrator**"